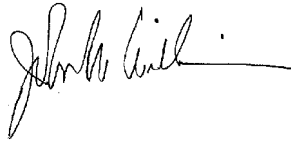


UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PM-2227**For:** FFAS Offices**Preparing Pay Period 27 T&A's****Approved by:** Deputy Administrator, Management**1 Overview****A****Purpose**

This notice provides information on:

- preparing pay period 27, 2000, time and attendance (T&A's)
- circumstances requiring split T&A's in pay period 27, 2000
- preparing split T&A's.

B**Contact**

If there are questions about this notice, contact the appropriate office according to the following table.

Location	Contact
County Offices using PC-TARE	FSA State Office.
State Offices and APFO	Carolyn Layden at 816-926-6709 or Myrna Highlander at 816-926-6184, KCAO, Personnel Division.
National Office and RMA Field Offices	Linda Watkins at 202-418-9038 or Angela Jackson at 202-418-9019, FSA, HRD

Disposal Date

February 1, 2001

Distribution

All FAS, FSA, and RMA Offices; State Offices relay to County Offices

2 Preparing T&A's Using PC-TARE

A

Full Time Employees in Nonpay Status Action

If the “**Annual Leave Category**” field was changed to “**0**” in an employee’s master record for pay period 26 in the PC-TARE system, users are reminded to change the “**Annual Leave Category**” field back to “**6**” before processing pay period 27 T&A’s.

Note: When users of the PC-TARE T&A system prepare T&A’s for pay period 27, they will not be prompted with a question about the last pay period of the year.

B

Full Time Employees in Leave Category 6 Action

In pay period 27, the PC-TARE system will automatically revert to calculating the annual accrual at “6”.

3 Preparing T&A's Using FAS's DEC T&A System

A

Action

There is no special T&A action necessary for pay period 27, since the DEC T&A system will automatically make changes.

4 Nonpay Status Hours or Emergency Military Leave

A

When Split T&A's Are Required

Nonpay status hours and emergency military leave must be charged to the calendar year in which it occurs. Therefore, NFC requires a split T&A when either leave type occurs:

- in **both** calendar years 2000 and 2001 (December 31, 2000 through January 13, 2001)
 - only during calendar year 2001 (January 1 through January 13, 2001).
-

B

When Split T&A's Are Not Required

A split T&A is **not** required when nonpay status hours or emergency military leave occurs only on December 31, 2000.

Continued on the next page

Notice PM-2227

4 Nonpay Status Hours or Emergency Military Leave (Continued)

C
Action When a split T&A is required for pay period 27, 2000, users of the PC-TARE T&A system shall prepare an automated split T&A according to the following table.

Step	Action
1	See the NFC T&A Manual, Chapter 7, for detailed instructions on reporting split T&A's.
2	See the NFC PC-TARE (for Timekeepers) handbook, Chapter 10, page 22 for instructions on using the split T&A option in the PC-TARE system.
3	Complete Split T&A Screen , page 1, for December 31, 2000.
4	Complete Split T&A Screen, page 2, to include January 1 through January 13, 2001.
5	Include any split T&A's on the usual transmission (Xmit) file for pay period 27, 2000. Note: When the number of transmitted T&A's is displayed on the Prepare XMIT File Screen, the PC-TARE system counts a split T&A as two T&A's.

5 Preparing Split T&A's Using FAS's DEC T&A System

A
Action No action is necessary on the part of the timekeeper.
